



DEPARTMENT OF PUBLIC WORKS
CITY OF NEW ORLEANS
GROUND TRANSPORTATION BUREAU

TO: All Ground Transportation Bureau Employees and Industry
FROM: Yolanda Brownfield, Interim Ground Transportation Bureau Administrator
Date: September 28, 2021.
Re: Permit Pickups

MEMORANDUM

This memorandum is to supersede the May 21, 2021, Permit of Certificate Pickups Memorandum. Effective October 4, 2021, permits may be picked up at City Hall (1300 Perdido Street, Suite 6W03), if specifically requested. Permits may be picked up **ONLY** by the permit holder.

- Permits will be available for pickup every Monday and Wednesday from 10:00 AM to 1:00 PM.
- Permits may be picked up only by the permit holder.
- Photo identification must be presented at the time of pickup to verify the identity of the person picking up the permit.
- Any permit that hasn't been picked up on the requested date shall be mailed to address on file.

Applicants picking up their permit will be required to sign for the permit at the time of pickup. A log has been created for this purpose listing the pickup date, permit number, permit holder's name, and required signature.

At the time of pickup, the holder should check in with DPW receptionist.

Cordially,


Yolanda Brownfield

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